

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF COMMUNITY AFFAIRS**

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**NOTICE OF FUNDING AVAILABILITY**  
**CalHome Program**  
**Self-Help Housing Technical Assistance Allocation**

**December 24, 2003**

I am pleased to announce the availability of approximately \$3.6 million in funding for technical assistance grants under the Department's CalHome Program, Self-Help Housing Technical Assistance Allocation, to be funded from the proceeds of bonds authorized by the voters in November 2002 under Proposition 46. Technical assistance grants are available to eligible public agencies, private, nonprofit agencies or limited-equity housing cooperatives that provide technical and supervisory assistance to low- and moderate-income households to build their homes. The goal of the program is to increase housing opportunities by reducing the costs of new housing through the use of "sweat equity" (self-help).

Technical assistance grants are limited to \$100,000 per project with no more than twenty percent (20%) of the available funds awarded to any one sponsor. Twenty percent (20%) of the available funds are reserved for rural area projects for the twelve months following issuance of this NOFA. Applicants must be able to complete all grant-funded activities within the maximum two-year grant term.

Eligible administrative activities include, but are not limited to, loan packaging and counseling, construction training and supervision, and managerial, technical and clerical support directly related to the project. Applicants are advised to familiarize themselves with the Regulations relating to the Program. They can be found at [California Code of Regulations, Title 25, Div. 1, Ch. 7, Subchapter 6.5, Sections 6910-6930 and Sections 7530-7556](#).

Applications will be reviewed for completeness and compliance with the California Self-Help Housing Program statutes and regulations. Applications will then be evaluated and funding recommendations will be based upon the following factors:

- Applications for funds that serve the largest proportion of low-income households shall receive priority;
- The extent to which the applicant uses available federal, state and local resources in the project;
- The applicant's organizational capacity to carry out the project. The organization must demonstrate financial soundness. Applicants must provide evidence that the organization/staff have demonstrated experience in completing successful, self-help building projects and have the current capacity to successfully complete the proposed project;
- The project's feasibility;
- The project's cost effectiveness in terms of per unit self-help housing fund costs; and
- The extent to which project participants use self-help labor.

The application and program information are available on the Department's website at [www.hcd.ca.gov](http://www.hcd.ca.gov), by writing to the address listed below or calling Dee Franklin at (916) 445-9581 or send an e-mail to [dfrankli@hcd.ca.gov](mailto:dfrankli@hcd.ca.gov) for additional information.

***Applications*** under this NOFA will be considered on an “over-the-counter” basis and accepted at any time after the issuance of this NOFA and until such time as the Department has received what it determines to be a sufficient number of applications to reasonably use all funds currently available. To the extent feasible, eligible applications received not less than 20 working days prior to the Local Assistance Loan and Grant Committee meeting will be presented at that meeting for consideration of recommendations for funding. Applications must be made on the form provided by HCD, which must not be modified. No facsimiles will be accepted.

HCD reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such an action occurs, HCD will notify all interested parties. This NOFA provides a partial summary of the Self-Help Housing Technical Assistance Program statute and regulations. For this reason, applicants are urged to carefully review the regulations and the information contained in this NOFA before submitting applications.

Send completed applications to:

*U.S. Mail*

Dee Franklin  
CalHome Program  
Department of Housing and  
Community Development  
P.O. Box 952054, Room 390-2  
Sacramento, CA 94252-2054

*Private Carrier*

Dee Franklin  
CalHome Program  
Department of Housing and  
Community Development  
1800 Third Street, Room 390-2  
Sacramento, CA 95814

Thank you for your interest in the CalHome Program, Self-Help Housing Technical Assistance Allocation.

Sincerely yours,

William J. Pavão  
Deputy Director